

City of Lake Forest Development Services Department

Temporary Banner Permit Application

**Temporary Banner
Permit Fee: \$25.00**

Submit completed application to the City of Lake Forest Development Services Department, Planning Division.
Public Counter hours are: 8:00 am to 11:45 am and 1:00 pm to 6:00 pm Monday - Thursday
8:00 am to 11:45 am and 1:00 pm to 5:00 pm on alternating Fridays

Business Name: _____

Business Address: _____

City: _____ Lake Forest ST: _____ CA ZIP: _____

Owner / Mgr Name: _____ **Title:** _____

Business Phone #: _____ **Business Fax #:** _____

Is business located in a Center? _____ **Center Name:** _____

Property Manager Company: _____

Prop Mgr Name: _____ **Title:** _____

Prop Mgr Address: _____

City: _____ ST: _____ ZIP: _____

Prop Mgr Phone #: _____ **Prop Mgr Fax #:** _____

Start Date: _____ **End Date:** _____

TEMPORARY BANNER PERMIT OVERVIEW

- Permits are issued for temporary banners only. Temporary banners may be displayed with an approved Banner Permit for a maximum period of thirty (30) days.
- A maximum of two (2) Temporary Banner Permits may be issued to the same business at the same address in the same calendar year. Each application for a banner permit shall be accompanied by the applicable fees.
- Only **one** temporary banner per business is allowed.

Banners shall not exceed 50 square feet and shall be contained within the lineal frontage of the leased business space. Banners must be securely fastened to wall and not exceed roof line or parapet of building. No banners are to be located within landscaped areas. *(Alternative locations may be considered by the Director of Development Services only in unique circumstances applicable to the property.)*

- A copy of the City approved Temporary Banner Permit shall be kept on-site at all times.

DIAGRAM OF PROPOSED TEMPORARY BANNER

Indicate the length, width and copy of the proposed banners.

SITE PLAN *Indicate location of proposed Temporary Banner*

Include the building, the specific business site within the building, cross-streets, and North arrow.

Certification of Applicant

*The property manager or authorized agent thereof has reviewed and approved this application.
I hereby certify that the above information is true and correct.*

Applicant Signature: _____ *Date:* _____

OFFICIAL USE ONLY

Permit Application:

Approved

w/ Conditions

Denied

\$25.00 Permit Fee:

Paid

Cash

Check

Planning Staff:

Date:

Distribution:

1. Applicant

2. Planning Sign Permit File

CITY OF LAKE FOREST 25550 COMMERCENTRE DRIVE, LAKE FOREST, CA 92630 (949) 461-3460

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8/25/2008